**Section 1650.320 Method of Calculating Service Credits**

a) No more than one year's service credit shall be granted for total service rendered between July 1 of one year through June 30 of the following year.

b) If the service rendered on a full-time basis, substitute basis, or part-time basis after June 30, 1990 is less than 170 days between July 1 of one year through June 30 of the following year, then credit for service shall be at a ratio of the actual number of days of service to 170 days.

c) Service credit for service rendered on a permanent and continuous part-time basis prior to July 1, 1990, between July 1 of one year through June 30 of the following year, shall be at the ratio of creditable earnings to the annual salary rate. Provided, however, that for service after June 30, 1959, if that ratio equals or exceeds the ratio of 170 days to the days in the legal school term, one year of service credit shall be granted.

d) If service prior to July 1, 1990 is rendered partially on a full-time basis and partially on a permanent and continuous part-time basis between July 1 of one year through June 30 of the following year, then credit for service shall be at the ratio of creditable earnings to the annual salary rate. Provided, however, that for service after June 30, 1959, if that ratio equals or exceeds the ratio of 170 days to the days in the legal school term, one year of service credit shall be granted.

e) Whenever the actual number of days of service is unavailable because of lack of employer records, the number of days the System uses to grant service credit shall be equal to the actual number of hours for which the member was paid, divided by four.

f) Days of service shall include any weekday, Monday through Friday, for which periodic payment is made to the member for:

1) Service rendered that requires teacher certification under the School Code;

2) Attendance, during the work week, at teacher's institutes, workshops and parent/teacher conferences scheduled in the school calendar;

3) Legal school holidays;

4) Vacation, sick or personal leave days (except when the payment is for severance pay);

5) Sabbatical leaves meeting the requirements of Section 24-6.1 of the School Code [105 ILCS 5/24-6.1];

6) Absence from duty without loss of pay and benefits and without use of accrued time until the member resumes active employment or until the resignation date, whichever occurs first; or

7) Service rendered on e-learning days authorized by Section 10-20.56 of the School Code [105 ILCS 5].

g) A day of service may be credited for Saturday service if that day would otherwise qualify as a day of service and the service was required due to a lawful day of attendance.

(Source: Amended at 48 Ill. Reg. 6116, effective April 5, 2024)